Recommended Video Conferencing Checklist
for K-12 Sites Participating in OPI Video Conferences

PreConference

☐ Unlock video conferencing room (if applicable)

☐ Turn on lights, heat, air, etc.

☐ Turn on video conferencing equipment and acquaint attendee/facilitator with the basics of the operation of equipment that may be needed (muting the microphone, moving the camera, etc.)

☐ Verify that all equipment is working.

☐ Distribute any handouts mailed to your location

During the Conference

☐ Be available for technical assistance

☐ Collect evaluations and send to OPI (if applicable -- self-addressed, postage paid envelope will be provided)

Post Conference

☐ Turn off all equipment, lights, heat, air, etc.

☐ Lock video conferencing room (if applicable)